

Personnel

NAVY GENERAL MILITARY TRAINING (GMT)

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This instruction establishes policies, procedures, and responsibilities for General Military Training (GMT) of Navy members assigned to the United States Transportation Command (USTRANSCOM). It implements GMT policies promulgated by the Chief of Naval Operations and the Chief of Naval Operations' Director for Training, as well as professional military education policy promulgated by USTRANSCOM's Director for Manpower, Personnel and Quality (TCJ1). It applies to all Navy members and supervisors of Navy members assigned to USTRANSCOM at Scott AFB IL. Send comments and suggested improvements to this publication on Air Force Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ1-O.

1. References and Supporting Information. References, related publications, abbreviations, acronyms and terms used in this publication are listed in Attachment 1.

2. Policy.

2.1. In accordance with USTRANSCOM Instruction (USTRANSCOMI) 36-13, Military and Civilian Training and Professional Development Program, guidance on Service-specific training programs; that is, GMT for Navy members, will be conducted each month at USTRANSCOM per Chief of Naval Operations Instruction (OPNAVINST) 1500.22E, GMT and Navy Military Training, using standardized curricula downloaded from the Chief of Naval Education and Training (CNET) web site (www.cnet.navy.mil).

2.2. To accommodate members on shift work or with temporary duty (TDY) requirements, two sessions of the monthly one-hour GMT training will be held each month. Training will be held on the second Wednesday of each month at 0900-1000 and the third Wednesday of each month at 1400-1500. The location for training sessions will be announced via e-mail.

^{C1}**2.3.** Attendance will be taken at each GMT session. Navy members who are unable to attend either of the scheduled GMT sessions will be contacted by the Commanding Officer, Navy Enlisted Unit (TCJ1-O) to make alternative arrangements to receive training.

^{C1}**2.4.** The twelve one-hour Navy GMT topics for Fiscal Year 2002 are as follows:

2.4.1. Area One - Managing Risk: Operational Risk Management - Alcohol and Drug Abuse.

2.4.2. Area Two - Wellness: Responsible Sexual Behavior - Sexually transmitted disease education; anger management/stress management; physical readiness program; family/domestic abuse.

2.4.3. Area Three - Personal Growth and Professional Relationships: Sexual Harassment, Equal Opportunity, Grievance Procedures, and the Navy's Homosexual Policy; Fraternalization; Sexual Assault; Personal Financial Management.

2.4.4. Area Four - History, Structure, and Missions of the Naval Reserve; History of Naval Aviation.

3. Responsibilities.

^{C1}**3.1.** Commanding Officer, Navy Enlisted Unit, will ensure that GMT is conducted monthly using CNET-promulgated curricula, and will contact members who missed both monthly training sessions to make alternative arrangements for training.

3.2. Command Senior Chief, Navy Enlisted Unit, will assign chief petty officers to conduct monthly training sessions.

3.3. Assigned instructors will schedule the training room for their respective sessions and will announce each session via an e-mail to USTC-USN-All Navy at least two weeks prior to each session and on the Monday prior to each session. Instructors will use only CNET-approved training materials.

3.4. First line supervisors of Navy personnel will ensure monthly GMT is included in the Individual Development Plan of Navy personnel and that Navy personnel are scheduled for and attend one of the two Navy GMT training sessions each month.

^{C1}**3.5.** Head, Navy/Marine Administration Team, TCJ1-PN, will maintain GMT training session attendance rosters.

3.6. Attendance at GMT training is mandatory for all assigned Navy personnel.

MARY M. ORBAN
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Director, Manpower, Personnel, and Quality

Attachment
Glossary of References and Supporting Information

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

USTRANSCOMI 36-13, Military and Civilian Training and Professional Development Program

OPNAVINST 1500.22E, General Military Training (GMT) and Navy Military Training (NMT)

NAVADMIN 194/00, General Military Training (GMT) and Navy Military Training (NMT)

Supporting Information

General Military Training (GMT). Non-occupational general training required periodically for all Navy personnel and taught at the command level. Required Navy-wide GMT topics and lesson plans are provided each fiscal year by Chief of Naval Education and Training.

Individual Development Plan (IDP). Training plans that outline core training and professional development activities for each billet within a directorate/DRE office.